



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING

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M E M O R A N D U M

#09-04

TO: All Department and School Fiscal Officers

FROM: Trisha L. Neely, Director

DATE: November 18, 2008

SUBJECT: CARD HOLDER ELIGIBILITY FOR SUPERCARD

Effective immediately, and in compliance with legal opinion, only State employees are eligible to be provided with a SuperCard. State employees are defined as individuals who receive a paycheck through the PHRST system that are paid directly by your organization.

Please review the list of individuals in your organization that have been issued SuperCards. If you have issued SuperCards to anyone other than State employees as defined herein, you are to immediately cancel the cards, retrieve them from the individual, and return them to this office.

As a follow-up, we will be performing a cross check of the SuperCard file against the PHRST employee file. If we find individuals that have been issued SuperCards that are not employees, as defined herein, we will cancel the cards and provide you with a list of the cards that have been cancelled in order for you to retrieve the cards and return them to this office.

Cc: DAG Stuart B. Drowos, Esq.
Reese Robinson, First State Financials
State Accountants, Division of Accounting